

Louisiana Department of Public Safety

Electronic Temporary Tags Manual

2011

Temporary Tags Registration of your Business

Go to Expresslane.Org.

Click Vehicle Services

LOUISIANA department of public safety & corrections | search motor vehicles

LOUISIANA office of
MOTOR VEHICLES
PUBLIC SAFETY SERVICES

What's New / FAQs / Policy & Procedures / Links

Driver Services Vehicle Services Reinstatement Services Online Services Office Locations Forms/Study Guides Motor Carrier

Welcome to
ExpressLane
Turning public service into
personal service
view online services >>>

/// News: Have you been a victim of Identity Theft? (Click here for more information)

ALERTS
Please note that your Driver's License renewal invitation may indicate a renewal fee greater than what is indicated on our web site. This is due to the removal of the \$15 application fee. The fee indicated on the web site is the correct fee for your renewal.

If you received an Invitation to Renew your Vehicle Registration, Driver's License or Identification Card, please click [here](#) to renew your Vehicle Registration, [here](#) to renew your Driver's License, or [here](#) to renew your Identification Card. The automated telephone renewal service is no longer available.

PERSONALIZED PLATES
HEARTS WITH HONOR COMPASSIONATE DESIGN

**FOR ASSISTANCE
CALL
225-925-6146**

NICK GAUTREAUX, COMMISSIONER
mission statement
To serve people through the administration of motor vehicle registration and driver licensing laws in a professional, compassionate and responsive manner, while maintaining a high standard of quality through our innovative approach to customer service today and in the future.

STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS

© Copyright 2011 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles

In the Drop Down box Click on Temporary Tag

Click
Temporary
Tags

LOUISIANA office of
MOTOR VEHICLES
PUBLIC SAFETY SERVICES

LOUISIANA department of public safety & corrections

search motor vehicles

What's New / FAQs / Policy & Procedures / Links

Driver
Services

Vehicle
Services

Reinstatement
Services

Online
Services

Office
Locations

Forms/
Study Guides

Motor
Carrier

Welcome to
ExpressLane

Turning public service into
personal service

[view online services >>>](#)

/// News: Electronic Lien and Title (ELT) Ser

ALERTS

Please note that your Driver's License renewal invitation may indicate a renewal fee greater than what is indicated on our web site. This is due to the removal of the \$15 application fee. The fee indicated on the web site is the correct fee for your renewal.

If you received an Invitation to Renew your Vehicle Registration, Driver's License or Identification Card, please click [here](#) to renew your Vehicle Registration, [here](#) to renew your Driver's License, or [here](#) to renew your Identification Card. The automated telephone renewal service is no longer available.

Insurance Salvage Retention
Notification

"IRP" Apportioned Plate
Information

Louisiana Duplicate Registration

Mobile Home Immobilization
Status Inquiry

Notice of Lease Termination

Notice of Vehicle Transfer

Personalized Plate Inquiry

Salvage Yard Auto Hold

Special Plates

Special Plates Viewer

Temporary Tags

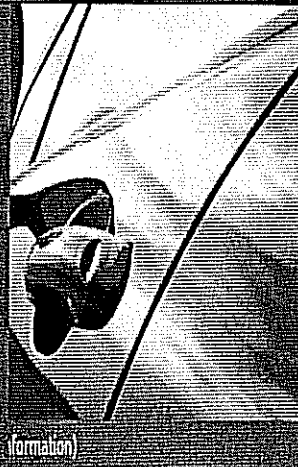
Tow/Storage Facility Junk Car
Database

Vehicle Registration Renewal

Vehicle Statement of Non-Use

CALL

225-925-6146



NICK GAUTREAUX, COMMISSIONER

mission statement

To serve people through the administration of motor vehicle registration and driver licensing laws in a professional, compassionate and responsive manner, while maintaining a high standard of quality through our innovative approach to customer service today and in the future.

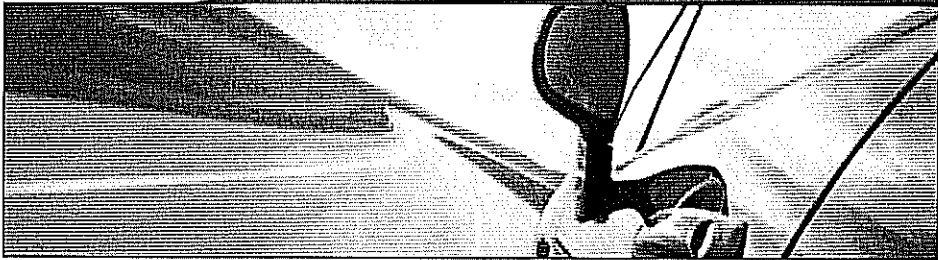


Click on the Registration link to register your business.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

RegisterRegistration
Demo

Temporary Tag Registration



Login Email:

Password:

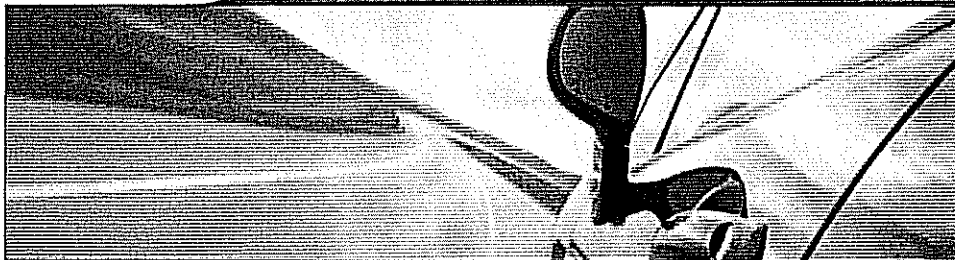
Submit

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles :: Office of Motor Vehicles

Follow the Five Step Process necessary to register your business.

LOUISIANA Office of
MOTOR VEHICLES
TEMPORARY TAGS

Temporary Tag Registration



Registration is a 5-Step process:



Enter information concerning your business and the Point of Contact.



Wait up to one week for your request to be reviewed.



If application is approved, you will be notified via Email.



Register your operators.



Record information concerning Temporary Tags you issue.

Continue

Exit

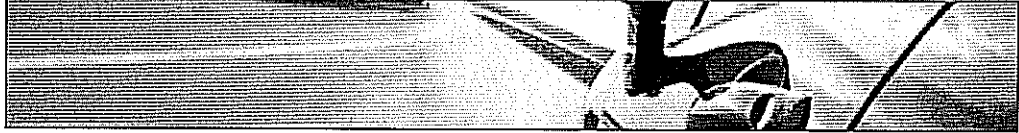
Click
Continue
to Proceed

Business and Point of Contact information must be filled out completely.

Under Business Information the number of Agents Requested refers to how many agents will be allowed to input temp tag information.

Under Point of Contact Information this refers to the Administrative Operator for your business.

Fax number is required.



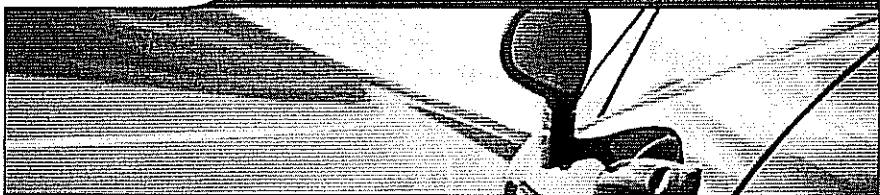
Business Information:		Point of Contact Information:	
*Business Name:	<input type="text"/>	*P.O.C. Name:	<input type="text"/>
*EIN: ②	<input type="text"/>	* Street Address:	<input type="text"/>
*Street Address:	<input type="text"/>		<input type="text"/>
	<input type="text"/>	*City:	<input type="text" value="Please Select City"/>
*City:	<input type="text" value="Please Select"/>	*State:	<input type="text" value="LA"/>
*Zip Code:	<input type="text"/>	* Zip:	<input type="text"/> City Zip Look Up
*Phone:	<input type="text"/>	*Phone:	<input type="text"/>
Fax Number:	<input type="text"/>	*Login Email:	<input type="text"/>
Cell Phone:	<input type="text"/>	*Re-enter Login Email:	<input type="text"/>
*Email:	<input type="text"/>		
*Re-enter Email:	<input type="text"/>		
*No. of Agents Requested:	<input type="text"/>		
*Dealer License Number:	<input type="text"/>		

*= required field

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles

Once this information is complete, please review for accuracy. If you have an error or need to change the information now is the time to do so.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS



Temporary Tag Registration

Business Information:	Point of Contact Information:
*Business Name: Test Record	*P.O.C. Name: Test Record
*EIN: 000000	*Street Address: 7979 Independence Bl
*Street Address: 7979 Independence Bl	
*City: BATON ROUGE LA	*City: BATON ROUGE
	*State: LA
*Zip Code: 70806	*Zip: 70806 City Zip Look Up
*Phone: 2259256146	*Phone: 2259256146
Fax Number: 2259253979	*Login Email: Testrecord1@dps.la.gov
Cell Phone:	*Re-enter Login Email: Testrecord1@dps.la.gov
*Email: testrecord@dps.la.gov	
*Re-enter Email: testrecord@dps.la.gov	
*No. of Agents Requested: 5	
*Dealer License Number: 129852	

If all information is correct click the Continue button.

Continue

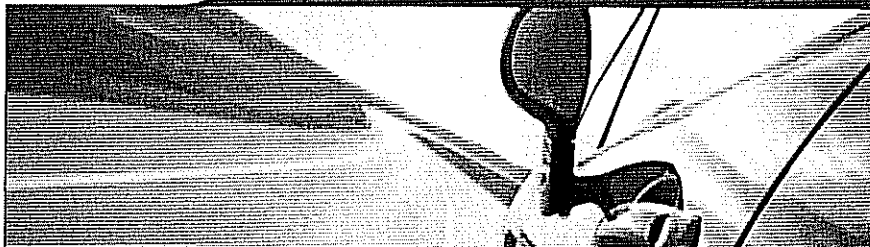
Back

Exit

Copyright 2010 Department of Public Safety & Corrections, Public Safety Services (3) Office of Motor Vehicles

Once you click Continue to proceed in order to change or correct information the system will require you to re-enter all information.

MOTOR VEHICLES TEMPORARY TAGS



Business Information:

Business Name: Test Record
EIN: 000000
Address: 7979 Independence Bl

City: BATON ROUGE
State: LA
Zip: 70806
No. of Agents Requested: 5
Dealer License Number: 129852
Phone Number: 2259256146
Fax Number: 2259253979
Cell Phone Number:
Email: testrecord@dps.la.gov

Point of Contact Information:

Name: Test Record
POC Login Email: Testrecord1@dps.la.gov
Address: 7979 Independence Bl

City: BATON ROUGE
State: LA
Zip: 70806
Phone Number: 2259256146
Email: Testrecord1@dps.la.gov

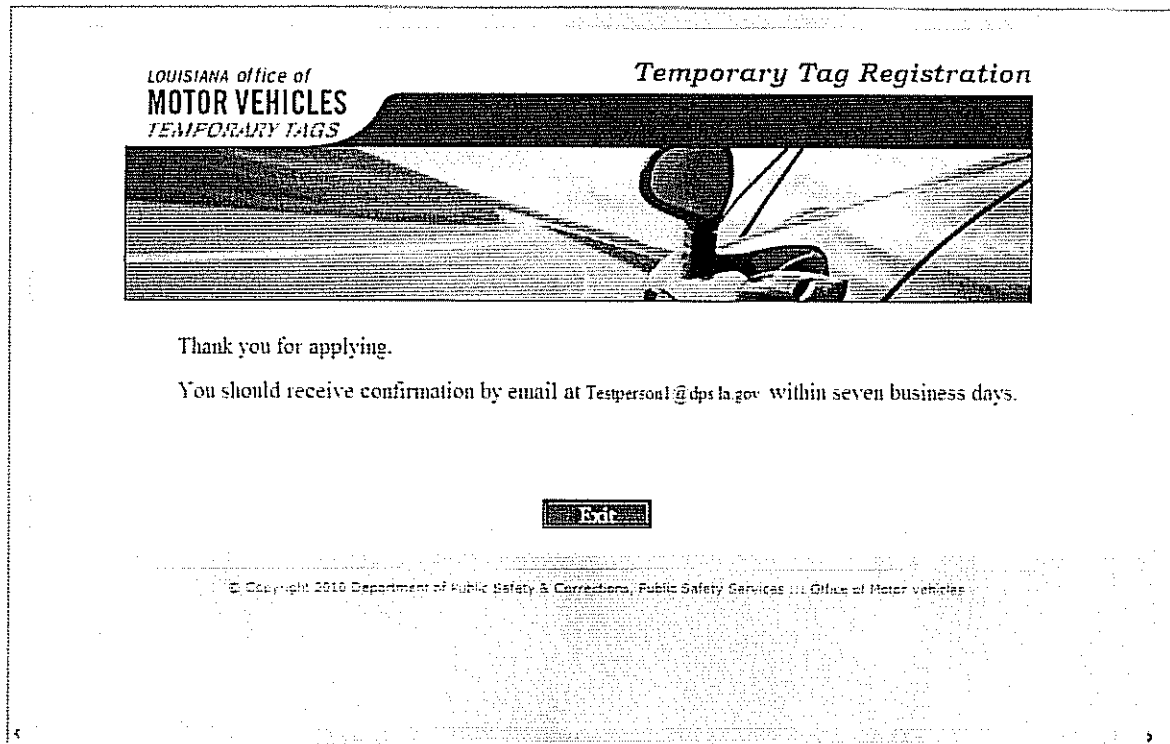
If all
information
is correct
click the
Continue

Continue

Back

Exit

You will receive confirmation by E-mail.



The E-mail confirmation should look like this.

Account number: Testrecord1@dps.la.gov

Password: GPy7LFu8


Next step is to log onto <http://dps-ngmv-doc/TempTagOMV/Login/AgentLogin.aspx> and create your 5 operator(s) accounts.

Once you click on the website this screen should appear.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

RegisterRegistration
Demo

Temporary Tag Registration



Login Email:

Passivord:

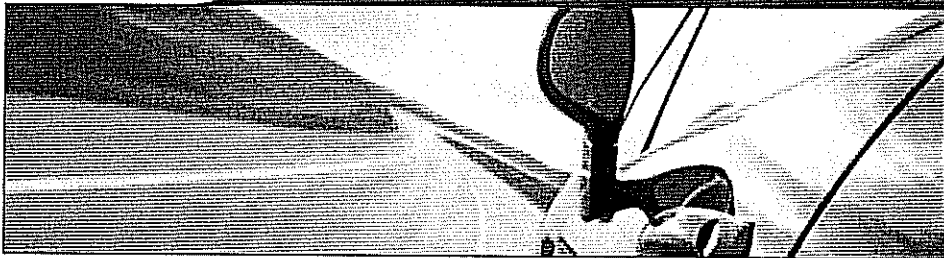
Submit

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles :: Office of Motor Vehicles

The Point of Contact person should fill in this information with the Login E-mail and the password received with the E-mail.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Register Registration Demo



Login Email: Testrecord1@dps.la.gov

Password: ●●●●●●●●

Click the
Submit
button.

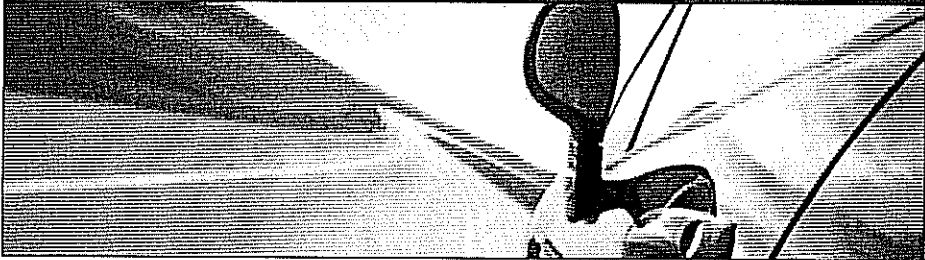
Submit

This screen should appear for you to change your password to a personal password of your choice. This should be Eight characters long. Your password must include 3 of these 4 types; Upper case, Lower case, Numbers or Special characters. First password is the E-mail password sent to you. Then change your password under New Password.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Temporary Tag Registration

RegisterRegistration
Demo



Your password has expired and must be changed.

Login Email: Testrecord1@dps.la.gov

Password: ●●●●●●

New Password: ●●●●●●

Confirm New Password: ●●●●●●

Click on the Change button.

Change

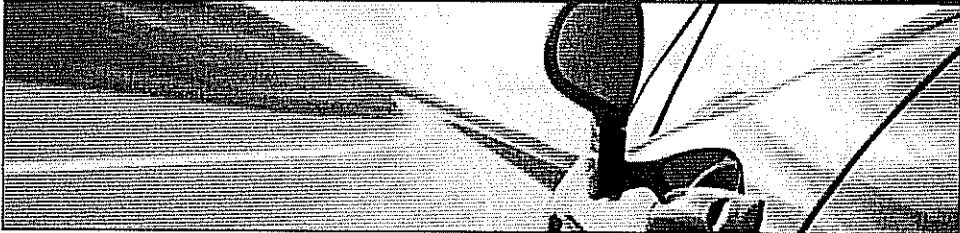
© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles :: Office of Motor Vehicles

Once this screen appears log in with your new password.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

RegisterRegistration
Demo

Temporary Tag Registration



Your password has been changed.

Login Email:

Password:

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles :: Office of Motor Vehicles

You are now ready to register your agents.

This should take you to the Issue Temp Tag screen.

Click on Business Admin to add operator.

LOUISIANA Office of MOTOR VEHICLES TEMPORARY TAGS

Issue Temporary Tag

Issue Temp Tag | Update Void | Manage Accounts | Business Admin | Reports | Home | Logout

***Temporary Tag Number:**

***Re-enter Temporary Tag Number:**

***Type of Plate:**

***VIN:**

***Vehicle Make:**

***Body Style:**

***Vehicle Model:**

Vehicle Weight:

Vehicle Model Year:

Mileage:

***Vehicle Color Body:**

Vehicle Color Top:

***Date Acquired:**

Tax/Delivery Date:

Temp Tag Expiration:

ELF Code:

ELT Code:

First Lienholder's Name:

Second Lienholder's Name:

***New or Used:** ☐ New ☒ Used

Previous Title No:

Previous Title State:

Trade VIN:

Trade License Number:

Are you residing within the corporate limits of municipality? ☐ Yes ☒ No

Are you residing within a special tax district or ward? ☐ Yes ☒ No

Did dealer collect tax? ☐ Yes ☒ No

Owner Individual or Business: ☒ Individual ☐ Business

***Owner First Name:**

Owner Middle Name:

***Owner Last Name:**

***Owner DL Number or EIN:**

Owner DL State:

***Owner Address:**

***Owner City:**

***Owner Parish:**

Owner State:

***Owner Zip:**

Email:

Re-enter Email:

Joint Owner an Individual or Business: ☒ None ☐ Individual ☐ Business

Joint Owner DL State:

***Mail Renewal Notice to Owner:** ☒ Yes ☐ No

Should the Vehicle Record Indicate a:

***Cost of Vehicle:**

Less Trade:

Rebate:

Tax Value:

Tax Exempt: ☐ Yes ☒ No

Act of Donation: ☐ Yes ☒ No

* = Required fields

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services Inc. Office of Motor Vehicles

The following screen should appear.
The Point of Contact must fill in this information.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Create Agent

Issue
Temp Tag

Update
Void


Manage
Accounts

Business
Admin

Reports

How To

LogOut



*Login Email:

*Reenter Login Email:

*Agent Name:

*Address:

*City:

Please Select City ▾

*State:

LOUISIANA ▾

* Zip:

City Zip Lookup

*Password:

*Phone Number:

*= Required fields

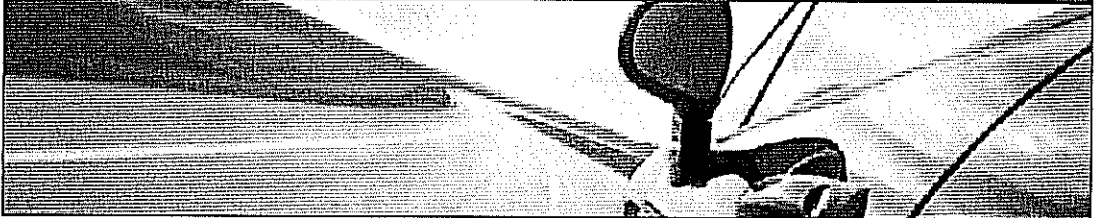
Save

After all information is entered.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Create Agent

Issue Temp Tag Update Void Manage Accounts Business Admin Reports How To LogOut



*Login Email: TestPerson@dps.la.gov

*Reenter Login Email: TestPerson@dps.la.gov

*Agent Name: Test Person

*Address: 7979 Independence Bl

*City: BATON ROUGE

*State: LOUISIANA

*Zip: 70606 [City Zip Look Up](#)

*Password:

*Phone Number: 225 925 6146 1

* = Required fields

Click Save Button → **Save**

Once the information is verified to be correct Click the Save button.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Create Agent

Issue
Temp Tag

Update
Void

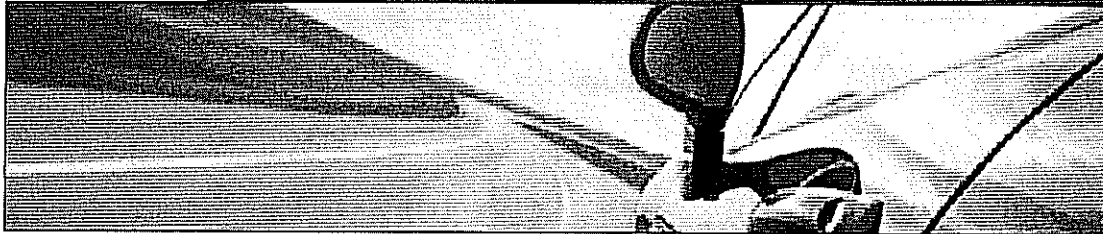
Manage
Accounts

Business
Admin

Reports

How To

LogOut



Login Email: TestPerson@dps.la.gov

Agent Name: TEST PERSON

Address: 7979 INDEPENDENCE BL

City: BATON ROUGE

State: LA

Zip: 70806

Password: FHc1L'Si8

Phone Number: 225 925 6146 1

Email: TestPerson@dps.la.gov

Click
Save
Button

Save

Back

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles

Once this is done the screen should tell you that the information has been successfully recorded.

Issue
Temp Tag

Update
Void

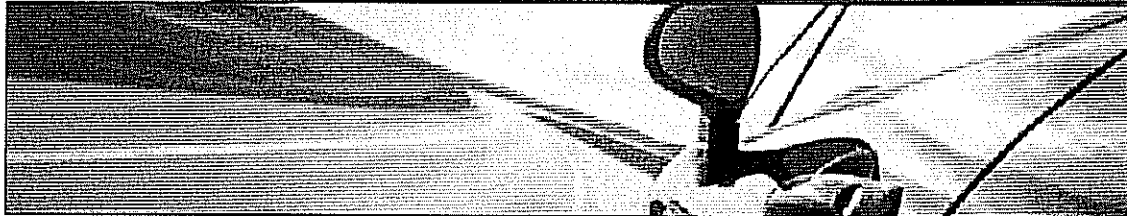
Manage
Accounts

Business
Admin

Reports

How To

LogOut



Agent Name: TEST PERSON

Login Email: TestPerson@dps.la.gov

Password: FHe1USi6

Successfully recorded.

Next

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles

This page should be printed and given to the agent for the next step in changing his/her password.

The Point of Contact must Log Out of the business.

The agent must then log in to the website to create his/her own personal password.

After Agent receives their password they must go to espresslane.org. Click on Temporary Tags then put in his/her e-mail and temporary password.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Temporary Tag Registration

Register Registration Demo

Login Email: Testperson@dps.la.gov

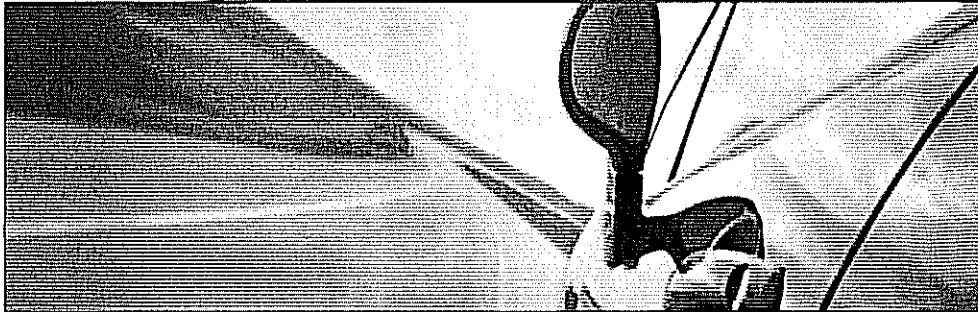
Password: ●●●●●●●●

Click on Submit

Submit

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles :: Office of Motor Vehicles

Once you have filled in your Email login and Temporary Password.



Your password has expired and must be changed.

Login Email:

Password:

New Password:

Confirm New Password:

[Change](#)

Fill in the information with the Temporary Password and a New Password of your choice. This must be eight characters long. Your password must include 3 of these 4 types; Upper case, Lower case, Numbers or Special characters.



Your password has expired and must be changed.

Login Email:

Password:

New Password:

Confirm New Password:

Click
Change
Button

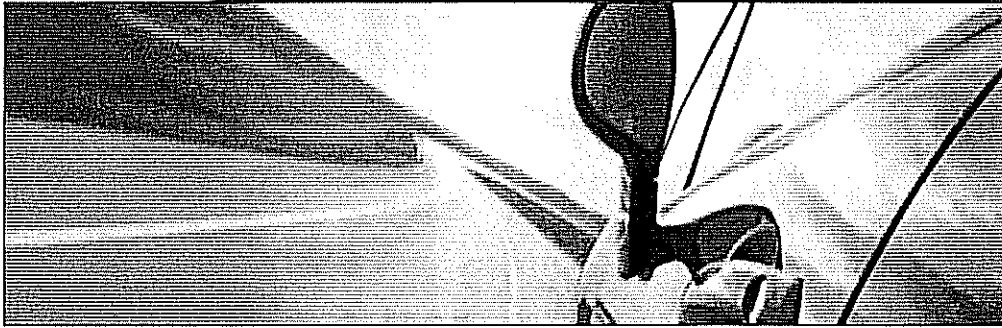
Change

After password is changed this screen will appear.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Temporary Tag Registration

Register Registration
Demo



Your password has been changed.

Login Email: Testperson@dps.la.gov

Password:

Fill in
new
password.

Click
Submit
after New
Password
Entered.

Submit

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles :: Office of Motor Vehicles

Once this is achieved you are now ready to issue your temp tag.